

Description of Position	<p>Title of Position: Implementation Aide Classification Code: 02504300</p> <p>Salary Range: 122A (\$32646-37052) Reference Position No: 3350-10000-Pending</p> <p>Children, Youth & Families Children's Behavioral Health Application Period: 8/25/2003 to 8/31/2003</p> <p>Department or Agency Name Division—Section—Unit</p> <p>Assignment(s)/Comments: Location: 101 Friendship St.</p> <p>Restriction/Limitations: None Providence, RI</p> <p>Shift and Days: Monday-Friday: 8:30am to 4:00pm</p> <p>Position Covered By Collective Bargaining Union Agreement Yes No X</p> <p>Name of Bargaining Union: Non-Union</p> <p>There is is not X a Civil Service List for this position See A/B or Both for Specific Instructions</p>
General Information To Candidate	<p>Instructions:</p> <p>A. STATE EMPLOYEES LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a letter "bid" noting your intention to bid, the position title and posting number (found on upper left hand corner of posting).</p> <p>Most important – please include the following information:</p> <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Name of your department where you are currently employed</i> • <i>Title of your present position and date you entered it</i> • <i>Your business telephone number</i> • <i>Date you entered State service</i> • <i>Present Union Affiliation ***</i> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all of the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • REASONABLE ACCOMMODATION: <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</p> <ul style="list-style-type: none"> • MEDICAL INFORMATION: <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulation of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>To assist with the daily crises that occur in placement or placement disruption for the most needy children with serious emotional disturbance; to prepare time sensitive federal reports which result in federal funding opportunities for the department; to coordinate the Assistant Director's meeting schedule and prepare the agendas; to coordinate travel arrangements for the Assistant Director and other administrative staff within the division; to participate in executive level meetings representing the division at various training programs; to assist in the revamping of the Assessment and Evaluation system for the state's children in need of assistance; to prepare Power Point presentations for various meetings within the agency as well as the community; to oversee the Division's files and records and to ensure accuracy; to gather information required for use in the preparation of a behavioral health newsletter; to initiate, prepare and distribute correspondence and official forms and documents to implement decisions and actions of the Assistant Director and other administrative staff; and to do related work as required.</p>
Minimum Education and Experience	<p>EDUCATION / EXPERIENCE/ SPECIAL REQUIREMENTS:</p> <p>Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and</p> <p>Experience: Such as may have been gained through: considerable employment in a position of state government assisting a high level state official by performing, at minimum, moderately complex administrative and supportive tasks involved in the implementation and administration of major projects and programs that had effect on all departments or agencies.</p> <p>Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>

POSTED FOR LATERALS AND RECRUITMENT

Where
To
Apply

Apply within the application period as shown on this announcement, **NOTE:** Some state union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:

Dept. of Children, Youth & Families

Phone: (401)528-3681

Office of Human Resources

Fax: (401)528-3680

101 Friendship St.

TDD: (401)222-5803

Providence, RI 02903

Attn: Ellen L. Moan



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